

TENDER DOCUMENT

Name of supply: Supply of PVC water Storage tanks at NIPGR Campus New Delhi.

Owner: Director, NIPGR New Delhi

Tender Issued to :

**Place for submission /
opening of tender document:**

NIPGR Campus,
Aruna Asaf Ali Marg,
New Delhi-110067

Date & time of submission of tender documents: 03.03.2020 up to 1500 hrs.

Date & Time of Opening of Tenders: 04.03.2020 at 1500 hrs.

**Consultant Engineer
NIPGR**

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TENDER FORM

To

The Director
NIPGR CAMPUS, New Delhi.

Dear Sir,

I/We have read and examined the following Tender Documents relating to "Supply of PVC water Storage tanks at NIPGR Campus New Delhi

- Tender Notice
- General Conditions
- Instructions to Bidders
- General Information
- Instructions for Online Bid Submission
- Terms & Conditions
- Schedule of Quantity (not to be filled)

I/We hereby offer to execute the supply complete in all respects specified in the under written Memorandum within the time specified therein or during the allowed extended time at the rates specified in the bill of Quantities and in accordance, with the specifications, designs, drawings and instructions in writing referred to in the conditions of tender.

(Seal & Signature of Contractor)

 

NATIONAL INSTITUTE OF PLANT GENOME RESEARCH
(Department of Biotechnology, Ministry of Science and Technology, Govt. of India)
Aruna Asaf Ali Marg, New Delhi-110067
Phone: 011-26735161, 26735138 Fax: 011-26741658

TENDER NOTICE

(Tender No.: NIPGR/Engg./7/1(1)/2019-20)

On-line tenders (in two bid system) are invited on behalf of the Director, NIPGR, Aruna Asaf Ali Marg, JNU Campus, New Delhi – 110067, from the eligible contractors who has experience for the supply of plumbing or sanitary materials /water storage tanks through General Order Supplier” with Govt. departments or other reputed organizations.

Name of supply: Supply of PVC water Storage tanks at NIPGR Campus New Delhi

Sl. No.	Estimated Cost (In Lacs)	EMD (In ₹)	Time for Completion	Last date & Time of receipt of Tender	Date & time of opening of tenders
1.	2.	3.	4.	6.	7.
1.	₹ 104000.00	₹ 2100.00	10 days	03.03.2020 15.00 Hrs.	04.03.2020 15.00 Hrs.

Tender document can be obtained up to 1600 Hrs. on all working days from NIPGR office on payment of ₹ 150.00 (₹ One hundred & Fifty only) in cash (Non-refundable) towards the cost of tender documents. **Tender documents can also be downloaded on line free of cost from our website www.nipgr.ac.in and Govt. CPP Portal <https://eprocure.gov.in/cppp/>**

The earnest money shall be in the form of Demand Draft or Bank Guarantee from a Scheduled Bank issued in favor of the **Director, NIPGR, New Delhi.**

Tenderers registered with M.S.M.E. & N.S.I.C. in the above-mentioned service / activity are exempt from deposit of EMD.

The bids will be accepted in respect of those contractors having successfully completed at least three similar supply of each value not less than ₹ 41600/OR two similar supply of each value not less than ₹ 50000/ L OR one similar supply of value not less than ₹ 83200/during the last three years ending Jan. 2020 and having annual financial turnover of ₹ 104000/- during the last three years (2016-17, 2017-18 & 2018-19) ending Mar-2019 duly certified by the Statutory authorities. Similar supply means “Supply of PVC Water Storage tanks or Plumbing or Sanitary items” in Government organizations or reputed organizations.

Intending tenderers must enclose self-attested copies of Completion Certificates and supply/ supply orders of having completed the supply satisfactorily issued by an appropriate competent authority.

Submission of complete tender documents on-line duly signed and stamped with Technical Bid, by the tenderer is mandatory.

The Director, NIPGR reserves the right to accept or reject all or any of the tender without assigning any reasons thereof.

Consultant Engineer
NIPGR

(Seal & Signature of Contractor)



GENERAL CONDITIONS

1. On-line tenders are hereby invited from the eligible bidders for the supply of "Supply of PVC water Storage tanks at NIPGR Campus New Delhi.
2. The tender document consists of Tender form, Notice inviting tender, Instructions to bidders, General Information, General Conditions of contract Agreement, technical specification and Schedule /Bill of quantities etc. **Tender documents can also be downloaded from our website www.nipgr.ac.in free of cost.** The tender document is obligatory on the part of the tenderers & bid in no other form will be accepted.
3. The time allowed for the completion of said supply is **10Days** from the date of written order.
4. Every tender shall be accompanied by earnest money for ₹ 2100.00 (₹ Twenty one hundred only) in the form of demand draft or bank guarantee from a scheduled commercial bank in India drawn in favour of the Director, NIPGR payable at New Delhi. Any tender not submitted with such earnest money will be rejected straight away. Tenderers registered with M.S.M.E. & N.S.I.C. in the above-mentioned service / activity are exempted from submission of E.M.D and Tender Cost.
5. The Tenderer will submit his tender off-line in prescribed format after examining the tender documents, scope of supply, specific conditions of contract, Instructions to bidders, General Information, Terms and Conditions of contract agreement, technical specification, Price Bid, special terms and conditions of contract, specific conditions of contract.
6. The tender shall be submitted offline in two parts, viz., Technical bid and Financial bid. Submission of complete tender document duly stamped and signed by tenderer with technical bid is mandatory.
7. The offer shall remain valid for 90 days from the date of opening of Tender. The validity of rates is extendable for a period of 180 days from the date of issue of award letter with mutual consent of both the parties.
8. The tenderer shall submit a copy of the audited balance sheets of the past three financial years ending 31/3/2019.
9. If a tenderer whose tender is accepted fails to undertake the supply as per terms of the contract within stipulated time then the earnest Money deposited will be forfeited.
10. NIPGR does not bind itself to accept the lowest or any tender and reserves the right to reject any or all tenders without assigning any reason as well as for the transportation of samples.
11. NIPGR will not pay any expense, whatsoever incurred by tenderer for the preparation and submission of tenders as well as for the transportation of supply.
12. The F.O.R is at NIPGR Campus, Aruna Asaf Ali Marg New Delhi.
13. This notice inviting tender, will form part of the contract agreement to be executed by the successful tenderer.
14. All the correspondence on the tender shall be addressed to the Director, NIPGR, Aruna Asaf Ali Marg, New Delhi and any communication addressed to anyone else shall not in any manner be binding upon the NIPGR, Aruna Asaf Ali Marg, New Delhi.
15. The submitted documents / certificates may be verified with originals after opening of Technical Bid.

Consultant Engineer
NIPGR

Accepted
(Seal & Signature of Contractor)

 

INSTRUCTIONS TO BIDDERS

1. GENERAL INSTRUCTIONS:

The works referred here-in shall cover the entire scope of the proposal which includes supplying and installation of material including the successful completion and the tests which the desires to get carried out. The "Owner" where appearing in these documents shall mean Director.

2. TENDERERS TO STUDY ENTIRE TENDER DOCUMENT CAREFULLY:

Submission of a tender by a tenderer implies that he has read all the stipulations contained in this tender document and has acquainted himself of the nature, scope and specifications of the works to be followed.

3. TENDERER TO SUBMIT THE ENTIRE TENDER DOCUMENT ON-LINE:

The tenderer shall submit all documents issued to him for the purpose of this tender after duly filling the same in all respects. Tenders which are found to be vague or incomplete shall be rejected summarily.

4. INSTRUCTION FOR FILLING THE TENDER:

Tenders shall be submitted ON-LINE, it shall be signed by one who has been authorized by the Board of Directors through a resolution. Copy of resolution and the authority letter in favour of the person signing must accompany the tender.

5. TENDERERS TO QUOTE FOR ALL ITEMS AND IN FIGURES:

The tenderer shall quote his rates in figures with reference to each item and must enter for all the items shown in the attached Bill of quantities. Incomplete offer shall be liable for rejection. The total amount shall be written both in figures and in words.

6. VALIDITY PERIOD OF OFFERS:

The rates quoted in the tender shall hold good for 90 days from the date of opening of the tender. The validity of rates is extendable for a period of 180 days from the date of issue of award letter with mutual consent of both the parties. No tenderer can withdraw/or modify his tender or revoke the same within the said period of 90 days. If a tenderer on his own withdraws or revokes the tender or revises or alters or modifies the tender for any item or condition within a period of aforesaid 90 days his earnest money deposit shall stand forfeited.

7. TENDERER TO SIGN ALL PAGES:

The tenderer shall stamp and sign at the bottom right hand corner of every page of the tender documents in token of acceptance of tender conditions and for the purpose of identification.

8. ERASURES AND ALTERATIONS:

Tenders containing erasures and alterations of the tender documents are liable to be rejected unless these are authenticated by the person signing the Tender Documents.

9. TENDERER TO SATISFY HIMSELF OF SITE CONDITIONS:

Before submitting their tender regarding nature of the site conditions, the means of access of the site, the accommodation they may require and in general obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their tender in any manner. A tenderer shall be deemed to have full knowledge of the site, whether he inspects it or not and no compensation or otherwise of any charges incurred or to be incurred consequent on any misunderstanding or otherwise shall be admissible.

10. EARNEST MONEY:

The tender shall be accompanied by earnest money of Rs. 2100/- in the form of Demand Draft or bank guarantee drawn in favour of the Director, NIPGR payable at New Delhi. Earnest money of the unsuccessful bidder(s) shall be refunded after expiry of the validity period of the tenders/placement of Supply/supply Order whichever is earlier. In case of the Successful tenderer the earnest money shall be adjusted against performance security/security deposit

11. TENDERER TO QUOTE BOTH IN FIGURES AND WORDS:

The bidder shall quote their rates for all the items both in figures as well as words given as per the attached format of Price bid. The amount of each item shall be supplied out and the requisite total given. Special care shall be taken to write percentage in figures and words, and the amount in figures only in such a way that interpolation is not possible. The total amount shall be written both in figures and in words.

12. TENDER LIABLE TO REJECTION:

Tenders which do not fulfill all or any of the conditions laid down in this notice, or contain conditions not covered and / or not contemplated by the Conditions of tender document and/or expressly prohibited therein or stipulate additional/alternative conditions shall be liable to be rejected and his earnest money will be forfeited. Tenders shall also be liable for rejection on any of the following grounds: -

- i)Tenders containing remarks uncalled for.
- ii)Conditional tenders
- iii)Tenders not submitted on prescribed Performa.
- iv)Telegraphic/Fax/Postal tenders.
- v)Tender submitted without EMD.

13. CORRESPONDENCE:

Tenderers must mention their postal address and telephone number(s) of the Chief Executive/authorized agent or attorney in the tender. The tender submitted by the tenderer will be rejected if he or his agent cannot be contacted on the last known address or on the intimated telephone number(s) after reasonable search in which event earnest money may be forfeited by the NIPGR.

14. NIPGR NOT TO ASSIGN ANY REASON FOR REJECTION OF TENDER:

NIPGR hold absolute discretion to accept or reject the lowest or any other tender without assigning any reason. No claim on this account shall be entertained.

15. **AMENDMENT IN TENDER DOCUMENTS:** NIPGR reserves the right to revise or amend the Bid Documents up to the date prior to the date notified for opening of the tenders and also the right to postpone the date of submission and opening of tenders without assigning any reason, whatsoever
16. NIPGR also reserves the right to change the quantities of the units while issuing the letter of award of Supply order.

17. **REFERENCE IN TENDER DOCUMENTS:** Director, NIPGR, shall be referred as "Owner" in all the documents of Tender documents/contract agreement

Consultant Engineer
NIPGR

(Seal & Signature of Contractor)

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GENERAL INFORMATION

1. Accepting Authority Director, NIPGR
New Delhi.
2. Earnest money For ₹ 2100.00 (₹ Two Thousand One Hundred Only) to be furnished with the tender in the form of the demand draft or in the form of Bank Guarantee issued by a scheduled commercial bank in India with validity period of 3 months. (No interest is payable on Earnest Money and Security Deposit)
3. Security deposit The security deposit will be collected by deductions from the bills of the contractors at the rate mentioned below and the earnest money, if deposited at the time of tender, will be treated as part of security deposit. A sum @ 10% of the gross amount of the bill shall be deducted from the bill of the contractor. The contractor shall be required to deposit an amount equal to 5% of the tendered value of the contract as Performance Security within the period prescribed for commencement of supply in the letter of award issued to him.
4. Authority competent to grant extension of time Director, NIPGR
5. Tools & plants To be arranged by contractor
6. Authority competent to reduce the compensation amount Director, NIPGR
7. Defect Liability Period 6 months from the date of acceptance of Supply by the Institute.
8. Release of Security Deposit The performance security shall be refunded to the contractor on completion of the supply and recording of completion certificate by Institute and the security deposit amount will be released after defect liability period.
9. Authority Competent to Appoint Arbitrator Director, NIPGR
10. Authority Competent to reduce the compensation amount Director, NIPGR

Consultant Engineer
NIPGR

(Seal & Signature of Contractor)

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Instructions for Online Bid Submission

1. The tender documents are available on our website www.nipgr.ac.in & www.eprocure.gov.in and same can be downloaded.
2. Tender documents may be downloaded from ITPO's website www.nipgr.ac.in and CPPP site <https://eprocure.gov.in/eprocure/app> as per the schedule as given in the tender document.
3. Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>. Tenderers/Contractors are advised to follow the instructions provided in the 'Instructions to the Contractors/Tenderer for the esubmission of the bids online through the Central Public Procurement Portal for eProcurement at <https://eprocure.gov.in/eprocure/app>'. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
4. Not more than one tender shall be submitted by one contractor or contractors having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.
5. The bidders are advised to visit CPPP website <https://eprocure.gov.in/eprocure/app> at least 3 days prior to closing date
of submission of tender for any corrigendum / addendum/ amendment.
6. Bids will be opened as per date/time as mentioned in the **Tender Document**. After online opening and evaluation of technical bids, the results of their qualification as well Price-Bid opening will be intimated.

Submission of Tender

The tender shall be submitted online in two parts, viz., Technical bid and Financial bid.

All the pages of bid being submitted must be sequentially numbered by the bidder irrespective of nature and content of the documents before uploading.

The offers submitted by hand/Post/Fax/email shall not be considered. No correspondence will be entertained in this matter.

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at:
<https://eprocure.gov.in/eprocure/app>.

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "**Online Bidder Enrolment**" on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.

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- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra/ Nic etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

Bidder should take into account any corrigendum published on the tender document before submitting their bids.

- 1) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 2) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 3) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, GST Certificate etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

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- 3) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official before bid opening date/time as mentioned in critical date sheet or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids (i.e after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 3070 2232, 91-7878007972 and 91-7878007973.

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TERMS & CONDITIONS

Name of Supply: - Supply of PVC water storage tanks for at NIPGR Campus New Delhi.

1. The site of the supply is at NIPGR Campus, Aruna Asaf Ali Marg, and New Delhi-110067.
2. The bidder must visit the site before quoting the rates and make him acquainted with the location of site for supply. The Institute shall entertain no extra claim later on.
3. The rates are inclusive of Transportation/travelling, lodging/boarding, loading, unloading & handling and nothing extra will be paid.
4. The rates shall be inclusive of GST & other taxes and nothing extra will be paid, **however rate and amount of GST charged should be shown separately in Financial Bid.**
5. The agency must get the prior approval of the material from the Institute.
6. The payment shall be made after completion of supply after deductions of taxes at source as per Rules; no advance payments will be made.
7. The supply must be completed within 10 days after the date of issue of supply order. In case the supply is not completed within stipulated period, compensation @ 1% of the Supply order amount per week beyond the stipulated date of completion, subject to maximum of 10% of the Supply order amount shall be levied.
8. Supply of Storage Water tanks will be done as per instruction of Engineer-in-Charge or his authorized representative.
9. All papers attached with this tender should be signed by tenderer & verified with original. The quotation shall be submitted in prescribed format issued by the department.
10. The below standard materials supplied shall be exchanged with new and for which nothing extra will be paid.
11. Contractor is to submit the bills after satisfactory supply of materials and Payment shall be released after supply of materials at Institute.
12. The acceptable make of water storage tanks are Sintex, Plasto, Supreme, Ganga cool .The brand/make should be marked in schedule of quantity.
13. Bidder will submit the product catalogue, with specification in technical bid.
14. The Institute reserves the right to reject/accept any or all tender without assigning any reason.
15. The Institute also reserves the right to reduce/ increase the scope of supply/item of supply or delete a particular item.
16. In case of any dispute, the decision of the Institute shall be final & binding on the agency.
17. A copy of the GST & PAN No. issued by the concerned authority must be enclosed with the technical bid.

सलाहकार अभियंता

Seal & Signature of Contractor

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Schedule of Quantity

Name of Work: Supply of PVC water storage tanks at NIPGR Campus New Delhi

S.N.	Description	Unit	Qty	Rate	Amount
1	4 Layers PVC water storage tanks with Cover of Capacity-3000ltrs(Make: Sintex,Plasto, Supreme,Ganga)cool	Each	3	NOT TO BE FILLED	
2	4 Layers PVC water storage tanks with Cover of Capacity-1000ltrs.	Each	1		
3	Tanks Connections-Fittings-(Unik make)				
a)	32mm	Each	1		
b)	40mm	Each	2		
c)	50mm	Each	1		
4	G.I. Union -(Unik make)				
a)	32mm	Each	1		
b)	40mm	Each	2		
c)	50mm	Each	1		
	(Note: The acceptable make of PVC water storage tanks should be written on Schedule of Quantity while quoting the rates)			Total amount	
				GST @18%	
				Net Total Amount	
Consultant Engineer				Seal & Sign of Agency	

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